SV8100 display handset user guide

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Making Calls
- Press **9** on the phone's keypad and the handset will automatically go onto speakerphone and grab a line.
- Pick up the handset and dial **9** if you do not want to dial hands-free.

Abbreviated Dials
- To dial a number stored in the system memory, press Redial followed by the relevant Bin No (eg 000,001) or scroll through by name using the Dir menu followed by Abb on the display.

Transferring Calls
- For unannounced transfers, put the caller on **Hold**, key in the required ext no and press the **Transfer** button.
- For announced transfers, follow the above process and when the second party answers press the **Transfer** key and hang up.
- If the ext is busy, unanswered or if the call is refused, press the relevant green flashing key or **Answer** button to retrieve the call.

If the ext is busy
- The display automatically prompts you to choose an option. Press the appropriate key to
- action. Most popular feature is: **Camp** – Your handset will automatically ring when the caller becomes available. Lift the handset to activate the call-back.

Last Number Redial
- Allows you to view and dial the last 10 numbers called.
- Press the left hand side of the menu wheel and scroll through the numbers using the volume keys. Go off hook or press the **Speaker** key to dial.

Paging
- Go off hook and dial **801** followed by the required paging zone (normally 1) or press the pre-programmed Page key.
- Wait for the beeps and make your announcement.

Group Pick-Up
- To intercept a call ringing in your group, go off hook and press **P/U** twice from the display. (Note the **P/U** key moves) Or press the pre-programmed Call Pick Up key.

Conference Calls
- During a conversation press CONF from the display or hit the CONF key (if activated).
- Dial the second party and once answered, press Add from the display, followed by Begin**.**

Call Divert
- Go off hook and dial **848 1** followed by the extension you wish to divert all calls to then hang up. To cancel, go off hook and dial **848 0** and then hang up.

Programming Function Keys
- Dial **851** and press the function key you wish to program. Press 01 followed by the relevant feature or extension number and press the **Hold** key to set.

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